

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 2300TC

15 SEPTEMBER 2004

Manpower Standard

**COMBAT READINESS TRAINING CENTER
CHIEF OF MAINTENANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Chief of maintenance function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the CRTC chief of maintenance function. This standard applies to the Alpena, Gulfport, Savannah, and Volk Field CRTCs and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) -Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering (ANG/XPME/Operating Location TN[OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. STANDARD DATA.

1.1. Approval Date: 1 June 2004.

1.2. Man-hour Data Source: A Staffing Pattern was used to determine the manpower requirement for this function.

1.3. Man-hour Equation: $Y = 1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Mr Pat Welch, ANG/C4R

1.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of one authorization. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine hour days and one eight hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*.

Abbreviations and Acronyms

AF - Air Force

AFI - Air Force Instruction

AGR - Active Guard/Reserve

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

COM - Chief of Maintenance

IAW - In Accordance With

MEP - Management Engineering Program

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Staffing Pattern. Constant manpower.

Attachment 2

PROCESS ORIENTED DESCRIPTION

Table A2.1. Listing of Functional Processes.

1.	MANAGEMENT:
1.1.	ADMINISTERS PERSONNEL:
1.1.1.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes the original job assignment, and acquaints newly assigned personnel with the work center.
1.1.2.	MONITORS TRAINING. Reviews training record, interviews and counsels trainee, determines training needs, monitors training progress, and effects corrective action when necessary.
1.1.3.	RATES PERFORMANCE:
1.1.3.1.	COUNSELS PERSONNEL. Counsels subordinates on manner of performance and progress in career development and suggests area for further improvement.
1.1.3.2.	PREPARES CIVILIAN PERFORMANCE RATING. Analyzes position, position description, and work center goals; drafts performance plan element and standard; discusses proposed performance plan with employee; finalizes performance plan; drafts substantiation of rating; marks appraisal factor, manner of performance; and finalizes performance appraisal.
1.1.4.	NOMINATES PERSONNEL FOR AWARD. Performs necessary research, drafts narrative, proofreads typed product for accuracy of content, and signs.
1.2.	SUPERVISES PERSONNEL:
1.2.1.	SCHEDULES PERSONNEL. Schedules personnel for shift work, overtime work, organizational duty, leave, and compensatory time off.
1.2.2.	DEVELOPS POLICY AND PROCEDURE. Develops policy, procedure, operating instruction, checklist and performance standard; including research, writing, proofreading for accuracy of content, and signing.
1.2.3.	DIRECTS AND CONTROLS SUBORDINATE WORK CENTER ACTIVITY. Plans, schedules, assigns work and establishes work priority, and oversees maintenance in progress to ensure compliance with directive, technical order, schedule, procedure, quality standard, and fire, safety and security regulation.
1.2.4.	INFORMS PERSONNEL. Keeps personnel informed of change affecting individual or organizational status by means of personnel contact or written notice.

1.2.5.	RESOLVES PERSONNEL PROBLEM. Counsels and assists individual with morale, welfare, and disciplinary problem and takes corrective action when necessary to maintain discipline.
1.3.	MONITORS PROGRAM. Evaluates the effectiveness of special programs such as management improvement, safety, and foreign object damage within subordinate work center.
1.4.	COORDINATES WITH OTHER SUPERVISOR. Coordinates with Maintenance Commander and other work center as necessary to accomplish the work center mission.
1.5.	REVIEWS REPORT AND STATISTICAL DATA. Reviews report and maintenance man-hour accounting and statistical data for the purpose of evaluating work center status and identifying exception and trend that requires management attention.
1.6.	DEVELOPS PLAN. Develops and maintains applicable portion of day-to-day operating plan or annex to plan.
1.7.	REVIEWS DISTRIBUTION.
1.8.	INSPECTS FACILITY. Performs periodic inspection of maintenance facility, including inspection for adequacy of housekeeping, identification of safety and fire hazards.
1.9.	INVESTIGATES ACCIDENT AND INCIDENT. Investigates accident and incident associated with flight line personnel and writes the required safety report.
1.10.	RECEIVES AND ESCORTS OFFICIAL VISITOR. Receives visiting inspector or other official and assists as required to facilitate the accomplishment of their mission. Includes Quality Control inspection visit.
1.11.	DEVELOPS BUDGET ESTIMATE. Develops and submits projected requirement for fund, supply, equipment, and facility.
1.12.	PREPARES FOR CONDUCTS, AND/OR ATTENDS MEETING, BRIEFING OR CONFERENCE:
1.12.1.	PREPARES FOR MEETING, BRIEFING, OR CONFERENCE.
1.12.2.	CONDUCTS MEETING, BRIEFING, OR CONFERENCE.
1.12.3.	ATTENDS MEETING, BRIEFING, OR CONFERENCE.
1.14.	MONITORS EQUIPMENT, VEHICLE, AND/OR SUPPLY STATUS. Reviews, evaluates, and prepares justification, and takes follow-up and/or corrective action

	on the status of equipment, vehicle, and supply part.
2.	ENSURES TECHNICAL DATA AND MAINTENANCE PROCEDURES ARE ADHERED TO.
3.	PREPARES FOR UNIT TRAINING ASSEMBLY (UTA). Performs planning/scheduling task associated with preparation for UTA weekend.
4.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Chief of Maintenance	Aerospace Maintenance	2AXXX	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.